



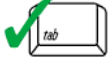
Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Stage II Vapor Recovery Program

Stage II Form F

Stage II System Closure Certification

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. Stage II System Documentation

1. Stage II Facility Name (please print):

Name of facility where Stage II system installed

Facility address

City/town

State

Zip code

Department Customer Code #

2. Stage II System Responsible Official #1 (point of contact for Stage II related correspondence):

Name of Stage II System Responsible Official #1 (please print)

Telephone number

Mailing address

City/town

State

Zip code

3. Stage II System Responsible Official #2 (fill out only if applicable):

Name of Stage II System Responsible Official #1 (please print)

Telephone number

Mailing address

City/town

State

Zip code

4. Stage II System Closure Documentation

i. Are all gasoline storage tanks removed? ☐ Yes ☐ No

/ /
Date removed

ii. Are all gasoline dispensers removed? ☐ Yes ☐ No

/ /
Date removed

iii. Removed gasoline dispenser and replaced with diesel dispenser? ☐ Yes ☐ No

/ /
Date diesel dispenser installed

Please note. A Stage II system will not be determined closed unless one or more of 4. i., ii. or iii., above, are answered "Yes."

Stage II System Responsible Official attesting to Stage II system closure status

☐ #1

☐ #2

5. Will this address continue to be used for any other business or commercial operations (for example, auto repair, carwash, convenience store, etc.)?

☐ Yes

☐ No

If yes, please identify:



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B. Compliance Certification

I certify that, where I have indicated that I am the Stage II System Responsible Official, **(a)** I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment; and **(b)** I am fully authorized to make this attestation on behalf of the facility.

Printed name of Stage II System Responsible Official #1

Signature of Stage II System Responsible Official #1

Date

Printed name of Stage II System Responsible Official #2

Signature of Stage II System Responsible Official #2

Date

Stage II Vapor Recovery Program Instructions for Completing Form F

Stage II Form F Stage II System Closure Certification

These instructions have been designed to assist those who own and/or manage Stage II systems in completing forms required by the Department of Environmental Protection (DEP). Please refer to the full text of the Stage II Program regulations (310 CMR 7.00, Definitions, and 310 CMR 7.24(6), Dispensing of Motor Vehicle Fuel), which govern this Program. These instructions do not create any legal rights, and do not substitute for the Program regulations. To ensure that you are using the most current version of the Stage II forms and instructions, please call the Stage II Hotline (617/556-1035), or check the Stage II web page <http://www.state.ma.us/dep/bwp/daqc/daqcpubs.htm#stageii>

When Is Form F Used? Form F is used to notify DEP that all the gasoline storage tanks and/or dispensers located at a Stage II facility have been removed and as a result, the facility is no longer subject to the requirements of the Stage II program.

- A facility will be determined to be no longer subject to the requirements of the Stage II program only if all gasoline storage tanks and/or gasoline dispensers have been removed or been replaced with diesel fuel dispensers.
- A Stage II facility that has stopped dispensing gasoline, but where one or more gasoline storage tanks and/or gasoline dispensers remain in place, will still be subject to **all** applicable requirements of the Stage II program.

When is a Form F Submitted to DEP? Form F may be submitted to DEP upon removal of all gasoline storage tanks and/or dispensers located at the facility or upon all gasoline dispensers being replaced with diesel fuel dispensers.

Who Must Sign Form F? If only one person is responsible for all aspects of Stage II program requirements, then that person should fully answer all questions contained in Section A and sign Form F as Stage II System Responsible Official #1. If two people are responsible for different aspects of the Stage II program requirements, then each person must answer those questions contained in Section A for which he/she is responsible, and sign Form F as Responsible Party# 1 or Responsible Party #2 as identified in Section A 2. and 3.

The Responsible Official must review all information about Stage II system compliance activities required by Form F (including backup information that provides the basis for answers to questions on this Form) to make sure that the information is true, accurate and complete. If more than one person has been designated as a Responsible Official for a Stage II System, then each person needs to review the information appropriate to the question he or she is answering. The Responsible Official can base his or her certification on an inquiry of the individuals responsible for obtaining information about applicable compliance activities. Stage II System Responsible Official #1 is the point of contact for Stage II-related communication with the Department.

Who is Eligible to be the Stage II System Responsible Official? The type of person who may serve as the Stage II System's Responsible Official depends on the type of entity that owns, operates, leases, or controls the system. The Responsible Official must be:

- In a sole proprietorship, the company's sole proprietor.
- In a partnership, a general partner with authority to bind the partnership.
- In a corporation or a non-profit corporation, a corporate official with authority to bind the corporation,

e.g., president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision making functions of the corporation.

- In a municipality or other public agency, a principal executive officer or ranking elected official who is empowered to enter into contracts on behalf of the municipality or public agency.

Please Note: Within a corporation or a municipality or other public agency, the Stage II System Responsible Official must have the authority to bind the organization with respect to Stage II systems for which he or she has been designated as “Stage II System Responsible Official”. For example, in a large corporation, a district manager may be designated to serve as the Responsible Official for one or several Stage II Systems, as long as the designee has obtained the needed authority from the corporation.

What Must the Stage II System Responsible Official Attest To By signing Form F, the Stage II System Responsible Official attests, for each aspect of Stage II program compliance he or she is responsible, that:

- he or she has personally examined, and is familiar with, the information contained in the form and all its attachments;
- based on his or her inquiry of the person(s) responsible for providing the information, the information to which he or she is attesting is true, accurate and complete;
- he or she is authorized to attest on behalf of the facility; and
- he or she is aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

How Should Form F be Submitted to DEP? Form F, with original signatures, must be mailed via the US Postal Service to:

Department of Environmental Protection
Bureau of Waste Prevention – Stage II Program
One Winter Street, 8th Floor
Boston, MA 02108

Please Note: faxes, other copies and hand-delivered forms will not be accepted.

Directions For Completing Form F

Section A. Stage II System Documentation

1. Stage II Facility Name

To ensure the correct facility records are closed, please provide the Stage II facility’s name, address and Department customer code number as currently found in DEP’s Stage II database.

- A facility’s customer code number can be found in the upper right hand corner of the facility’s pre-completed Form B (if applicable) and C, or a recent Stage II Annual Compliance Fee invoice.

2. Stage II System Closure Documentation

Please answer each of the following questions.

- Are all gasoline storage tanks removed, and the date the tank(s) were removed?
- Are all gasoline dispensers removed, and the date the dispenser(s) were removed?
- Are all gasoline dispensers removed and replaced with diesel fuel dispensers, and the date the diesel dispensers were installed.
- Are activities regulated by DEP continuing to occur at this address?

Section B Compliance Certification

Sign and date the form in the appropriate place as required.

Please Note: If the Stage II System Responsible Official on record in the Department's Stage II database has changed, a fully completed Form E must be submitted with this Form F and the new Stage II System Responsible Official must sign the certification contained in Section C. of this Form F.

If you have questions or need more information, please call DEP's Stage II Hotline (617/556-1035). The Hotline can provide:

- Stage II facility information on record in the DEP Stage II database.
- Help with finding your Stage II System's Executive Order number.
- A copy of your Stage II System's Executive Order.
- Blank forms.
- DEP fact sheets, inspection checklists and compliance assistance materials.

Blank forms and instructions, and program regulations are also available at DEP's Stage II web page <http://www.state.ma.us/dep/bwp/daqc/daqcpubs.htm#stageii> Additional compliance assistance materials, fact sheets, inspection check lists, etc. will be posted there as they are developed.